

**UNITED STATES DEPARTMENT OF AGRICULTURE**

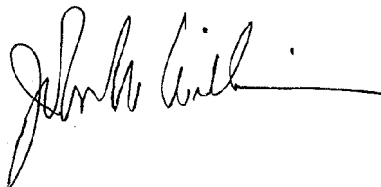
Farm Service Agency  
Washington, DC 20250

**Notice FI-2485**

**For:** State and County Offices

**Review of COC-Established Mileage Reimbursement**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

The personnel and payroll functions for non-Federal County Office employees was transferred to the National Finance Center (NFC) in October 1999. At the time of the transfer, the NFC payroll system was modified to allow County Offices to enter the travel reimbursement due COC Members and Minority Advisors as a line entry on the T&A record through PC Tare.

In some instances, the established mileage reimbursement is not being entered correctly in PC Tare, resulting in the COC Member or Minority Advisor being overpaid.

**Note:** Payment for established mileage is a reimbursement of an expense, and any overpayment is not eligible for waiver.

**B**

**Purpose**

This notice reminds County Office timekeepers of the proper way to enter the established mileage reimbursement for COC Members and Minority Advisors.

**C**

**Contact**

If there are any questions about this notice, contact Debbie Simmons, FMD at 703-305-1309.

**Disposal Date**

January 1, 2002

**Distribution**

State Offices; State Offices relay to County Offices

## 2 Recording Established Mileage Reimbursement on T&A

---

### A

#### Code Required on Personnel Data Base

The “Special Employee Code” field in the personnel system must have a code “34” entered for the NFC payroll system to permit payment of a travel reimbursement through the T&A process. The “Special Employee Code” is not on SF-52, but must be entered in the system. The State Office must enter the Special Employee Code of “34” using 1 of the following:

- in PACT, on Screen 2 when processing a nature of action code 955
- in CAMS, on the Benefit Info screen off Employment Data 3 panel.

County Office employees authorized access to NFC’s IRIS system may check the “Special Employee Code” field on IRIS Screen 122, second page, left column, line 11. If the value is not “34” for COC Members and Minority Advisors, notify the State Office that the change must be made.

---

### B

#### How to Enter Established Mileage Reimbursement on T&A

The COC Members and Minority Advisors are reimbursed for established mileage through an entry on T&A. To record hours worked, and the amount to be reimbursed for established mileage, enter the following on T&A:

- on line 03, in column “TC”, enter “01”

**Note:** Enter the hours worked in the column labeled “Week1” or “Week2”, as applicable.

- on line 04, in column:
  - “PR”, enter “50”
  - “TC”, enter “17”
  - “Week1”, enter the dollar amount filling the field through the decimal place

**Note:** Use leading zeros to fill the field.

- “Week2”, enter the cents amount, ending before the decimal place

**Note:** Use a leading zero, but do not make an entry after the decimal.

- enter a “1” at the end of line 04. The system will include the prefix and the transaction code in the “Total” field, for a sum of “68”. However, only the actual hours to be paid for will be included in the “Total” for hours.
- 

Continued on the next page

## 2 Recording Established Mileage Reimbursement on T&A (Continued)

### C

#### Example of T&A Entry Under \$10

This example shows a new COC Member in Payne County, OK. The COC Member travels 8 miles each way to attend the COC meeting, for a total of 16 miles. The established mileage reimbursement is \$5.52.

The mileage reimbursement is entered on Line 04. In column "WEEK1", enter "000" in places 1, 2, and 3. Enter "5" in place 4, which is after the decimal. In "WEEK2", enter "052" in places 1, 2, and 3. Place 4 will default to a zero when the user presses "Enter".

The screenshot shows a Windows 95 desktop with a 'Command Prompt - ta' window open. The window displays a T&A entry form with the following data:

LI	PP	AG	ST	TOWN	UN	TK	G	W	O	FT	PT	INT	40	ST	END	S-S NAME	DATE	05-22-01	01
01	09	CE	40	4460	01	01			1			1				345-67-8992			01
02	FS	AL	O	F						CON	A	AU01	2			% D	AC 1	DA 01	CS
03																			02
04	50	17								187	4011	9CC0							03
05																			04
06																			05
07																			06
08																			07
09																			08
10																			09
11																			10
12																			11
13																			12
14	68									6.2	<TOTAL TIME	ANML FWD	.00	ACCR	0	USED	-	BAL	.00
15												SICK FWD	.00	ACCR	0	USED	-	BAL	.00
16												COMP FWD	.00	ACCR		USED	-	BAL	.00
17	0									0.0	<TOTAL OTHR	LWOP FWD	.00			USED	-	BAL	.00
18												AWOL FWD	.00			USED	-	BAL	.00
19												SUSP FWD	.00			USED	-	BAL	.00
20												MILR FWD	.00		<DAYS>	USED	-	BAL	.00
21												MILE FWD	.00			USED	-	BAL	.00
22												OTHR				USED	-	BAL	.00

REMARKS :  
PAGE 1

F-2 <MAIN MENU> F-3 <LINE UP> F-7 <LINE DOWN> F-4 <UPDATE RECORD>

Continued on the next page

## 2 Recording Established Mileage Reimbursement on T&A (Continued)

### D

#### Example of T&A Entry Over \$9.99 and Under \$100

This example shows the reimbursement for a COC Member who travels 35 miles each way to attend the COC meeting. The mileage reimbursement for the 70 round trip miles is \$24.15.

In column "WEEK1", enter "002" in places 1, 2, and 3. Enter "4" in place 4, which is after the decimal. In "WEEK 2", enter "015" in places 1, 2, and 3. Place 4 will default to a zero when the user presses "Enter".

Command Prompt - ta

L1	PP	AG	ST	TOWN	UN	TK	G	W	O	FT	PT	INT	40	ST	END	S-S	NAME:	BARKER, SLY, BOY
01	09	CE	40	4460	01	01				1		1				345-67-8992	DATE	05-22-01
02	FS	AL	0	F						CON		AU01	B	2	C	%	D	AC 2 DA 01 CS
03	FR	TC	SUFFIX	WEEK1	WEEK2	APP				A							E	F
04	01			002.4	005.0													LL
05	50	17																1
06																		
07																		
08																		
09																		
10																		
11																		
12																		
13																		
14	68		5.0	<TOTAL TIME	ANML FWD					.0	ACCR	0	USED		BAL		.0	14
15					SICK FWD					.0	ACCR	0	USED		BAL		.0	15
16					COMP FWD					.0	ACCR		USED		BAL		.0	16
17	0		0.0	<TOTAL OTHR	LWOP FWD					.0			USED		BAL		.0	17
18					AWOL FWD					.0			USED		BAL		.0	18
19	REMARKS:				SUSP FWD					.0			USED		BAL		.0	19
20					MILR FWD					.0		<DAYS>	USED		BAL		.0	20
21					MILE FWD					.0			USED		BAL		.0	21
22					OTHR					.0			USED		BAL		.0	22

PAGE 1

F-2 <MAIN MENU> F-3 <LINE UP> F-7 <LINE DOWN> F-4 <UPDATE RECORD>

Continued on the next page

## 2 Recording Established Mileage Reimbursement on T&A (Continued)

E

### Example of T&A Entry Over \$99.99

This example shows the reimbursement for a COC Member who travels 150 miles each way to attend the COC meeting. The mileage reimbursement for the 300 round trip miles is \$103.50.

In column "WEEK1", enter "010" in places 1, 2, and 3. Enter "3" in place 4, which is after the decimal. In "WEEK 2", enter "050" in places 1, 2, and 3. Place 4 will default to a zero when the user presses "Enter".

The screenshot shows a DOS-based software interface with a command prompt window open. The command prompt displays the following text:

```

C:\>command prompt - ta
LI PP AG ST TOWN UN TK G W O FT PT INT 40 ST END S-S NAME: BARKER, SLY, BOY
01 09 CE 40 4460 01 01 1 1 345-67-8992 DATE 05-22-01 01
02 FS AL 0 F CON AU01 B 2 C % D AC 2 DA 01 CS AUS 02
03 PR TC SUFFIX WEEK1 WEEK2 APP A AU01 B C D E F LL 03
04 01 007.0 04
05 50 17 010.3 050.0 1 05
06 . . 06
07 . . 07
08 . . 08
09 . . 09
10 . . 10
11 . . 11
12 . . 12
13 . . 13
14 68 7.0 <TOTAL TIME ANNL FWD .0 ACCR 0 USED . BAL .0 14
15 . . SICK FWD .0 ACCR 0 USED . BAL .0 15
16 . . COMP FWD .0 ACCR . USED . BAL .0 16
17 0 0.0 <TOTAL OTHR LWOP FWD .0 ACCR . USED . BAL .0 17
18 . . AWOL FWD .0 USED . BAL .0 18
19 REMARKS: SUSP FWD .0 USED . BAL .0 19
20 MILE FWD .0 <DAYS> USED . BAL .0 20
21 PAGE 1 MILE FWD .0 USED . BAL .0 21
22 OTHR .0 USED . BAL .0 22
F-2 <MAIN MENU> F-3 <LINE UP> F-7 <LINE DOWN> F-4 <UPDATE RECORD>
  
```

The taskbar at the bottom shows the Start button, Applications for Debbie Ba..., Corel WordPerfect - [Docu..., and Command Prompt - ta. The system clock shows 11:14 AM.

Continued on the next page

## 2 Recording Established Mileage Reimbursement on T&A (Continued)

---

### F

#### How to Review Mileage Reimbursement in PINQ

Employees authorized access to NFC's PINQ system may view the amount paid to a COC Member or Minority Advisor for established mileage after PAYE has run. PINQ maintains 26 pay periods of history. In PINQ, enter the following:

- COC Member's or Minority Advisor's ID number
- "46"
- the 2 digit pay period number.

When "Enter" is pressed, the first screen will display the calculated pay for the hours worked. Press "Enter" on this screen. A second screen will be displayed, with the established mileage reimbursement displayed on the line labeled "TRAN-AMT-WK-1".

**Note:** PAYE is run on the first Thursday following the end of the pay period, and PINQ is updated overnight. The second run of PAYE is Saturday following the end of the pay period, and PINQ is updated by Monday.

---

## 3 Action

---

### A

#### County Office Action

County Offices shall:

- review the established mileage reimbursement calculation with the COC Members and Minority Advisors to ensure that the COC Members and Minority Advisors are aware of the amount of reimbursement to expect with their hourly wage
- review T&A printouts for all COC Members and Minority Advisors to ensure that established mileage reimbursement has been correctly entered, beginning with pay period 22, 1999
- immediately process corrected T&A's if an overpayment has occurred

**Note:** Notify the COC Member or Minority Advisor that he or she will be billed by NFC for the amount of the overpayment, and that the instructions for refunding the overpayment will be included with the billing.

- add the amount of any underpayment to the established mileage in the next pay period to be paid. Advise the COC Member or Minority Advisor of the one-time adjustment.
-